

Guide to information available from Hacton Primary School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	School website	
Who's who in the school	School website / SIP	
Who's who on the governing body and the basis of their appointment	School website / SIP	
Instrument of Government	School website	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	School website for headteacher School office for governing body	
School prospectus	School website Hard copy given to all new parents	
School Profile	School website / Directgov.uk Hard copies available from School office	£2
Staffing structure	School website	
School session times and term dates	School prospectus School website	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	School website Hard copies available from School office	
Annual budget plan and financial statements		

Capitalised funding	Hard copies of these documents can all be obtained from the School office	10p per sheet
Additional funding		
Staffing and grading structure		
Governors' allowances	Non applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current information as a minimum		
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> ○ Summary ○ Full report 	School website / Ofsted website	
Performance management policy and procedures adopted by the governing body.	School website Hard copies available	10p per sheet
Schools future plans	School Improvement Plans can be borrowed from the School office or purchased	£5 each
Every Child Matters – policies and procedures	School website	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy or School website	
Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions)	Hard copies are available to view and can be purchased	10p per sheet
Agendas of meetings of the governing body and (if held) its sub- committees		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy or School website	



Current information only		
<p>School policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>School website / School office School office School website / School office School office School website / School office School office School office School website / School office School office</p>	
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	<p>School office School office School website / School office School website / School office School office School website / School office School website / School office n/a School website / School office</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	School office	
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>School website Hard copies available</p>	10p per sheet
Curriculum circulars and statutory instruments	School office	
Disclosure logs	School office	
Asset register	School office	



Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	School office	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or School website; some information may only be available by inspection	
Extra-curricular activities	All are already distributed to parents by letter, Parentmail or on School website	
Out of school clubs		
School publications		
Services for which the school is entitled to recover a fee, together with those fees		
Leaflets books and newsletters		
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

Contact details

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